

3 PA-201

23 September 1959

MEMORANDUM FOR: Office of Communications
Office of Training
The Comptroller (Mr. [REDACTED])
General Counsel (Mr. [REDACTED])
Office of Personnel
Office of Logistics
Chief, Management
Medical Staff (Mr. [REDACTED])
Office of Security

25X1A9a

SUBJECT : Space and Equipment Requirements at the
[REDACTED]

25X1A

1. It is requested that each addressee prepare and transmit to the undersigned an estimate of the numbers and types of business machines, safes, supplies, telephone instruments, and other equipment which will be required for the use of his office or staff in the event of relocation. It is also requested that an estimate be made of the total number of square feet of office space which will be required. Submission of this information on or before the close of business on 2 October 1959 will be appreciated.

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2. To assist in the preparation of this information there is attached a copy of a similar study made for the entire DD/I component by Mr. [REDACTED] on 2 June 1959, which may serve as a model in so far as it is applicable to your requirements.

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Attachment:
DD/I Study

[REDACTED]
CIA Emergency Planning Officer

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

no attachment